

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3648

**TITLE:** MEDICAL RECORDS ADMINISTRATOR

**GRADE:** S-24

**DEFINITION:**

Under general supervision, develops, coordinates, and oversees the maintenance, quality assurance, and regulatory compliance of the medical records programs of the Fairfax-Falls Church Community Services Board; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Responsible for coordinating the establishment, organization, maintenance, security, retrieval and disposition of client record files for the three Mental Health Centers, the Alcohol and Drug Services, and the Mental Retardation Programs;

Develops, revises and monitors clinical records policies and procedures such as the technical and regulation aspects of medical records maintenance, appropriate release of information, and accurate coding procedures;

Reviews client record contents to ensure that all legal/insurance information is in conformance with Federal, State and local statutes, accreditation requirements, insurance standards and Community Services Board policies to maximize reimbursement;

Evaluates records for deviations from established criteria and performs quantitative/qualitative retrospective and concurrent analyses;

Trains medical records staff in accurate coding and procedures to retrieve clinical quality assurance information from records;

Ensures that management information system interfaces with medical records system.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Considerable knowledge of rules, regulations, and statutes governing the preparation and management of medical records such as Medicare/Medicaid standards;

Knowledge of Federal, State and local laws relating to mental health, mental retardation, and substance abuse records (such as release of information, subpoena protection, and rights of the mentally ill);

Knowledge of medical information systems, classification systems, and coding systems;

Knowledge of quality assurance and utilization review processes;

Considerable knowledge of general clinical mental health, mental retardation and substance abuse terminology;

Excellent oral and written communication skills;

Ability to interpret complex laws, rules, and regulations in order to formulate operating policies and procedures;

Ability to implement training programs;

Ability to work with medical and administrative personnel.

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**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to  
Graduation from an accredited four-year college or university with a degree in medical records administration, business administration, health information management, or a related field; plus  
Three years of progressively responsible experience in a medical records system to include administrative experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Certification by the American Medical Records Association as an Accredited Records Technician required; certification as a Registered Records Administrator preferred.

ESTABLISHED: October 14, 1991